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ER 4-3544

Chief, Administration, DD/P

15 July 1953

Comptroller

Administrative Training Standards

REF

25X1A

1. Paragraph E of attachment to above reference sets forth proposed minimum training standards for Finance and Budget Officers and Clerks. We concur in the minimum standards as outlined in Par. E with the following exceptions:

- a. The BTP (Phase II) course should be deleted as a minimum training standard requirement.
- b. Provision should be made in the instruction that "equivalent agency training and/or experience" may when appropriate be substituted to satisfy minimum training standards in lieu of the specific courses enumerated.

2. While the BTP (Phase II) course might be desirable in some cases, we do not believe that it would be essential in every case and therefore should not be prescribed as a "minimum" requirement. As you are aware, the recent personnel ceiling placed on the Agency, in effect freezes the number of agency employees at approximately the number now on duty. This fact we believe necessitates a re-analysis and a re-evaluation of minimum training standards in terms of the man hours required by such programs. If this is not done there is danger that the enforcement of minimum standards for training might deprive the various offices of manpower needed for the performance of essential agency functions. We are recommending to the DD/A that this matter be discussed at his next staff meeting with the office chiefs concerned to insure that a review is made of the proposed minimum training standards in the light of the recent personnel ceilings and in terms of available manpower.

E. R. SAUNDERS

FPB:law

cc - DD/A ✓

- Director of Training

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